User Manual
New Lexitas Reporter Center

We are excited to announce that we are making improvements to our online reporter center portal. This guide will show you step-by-step how to access your account, how to use the features, and more.

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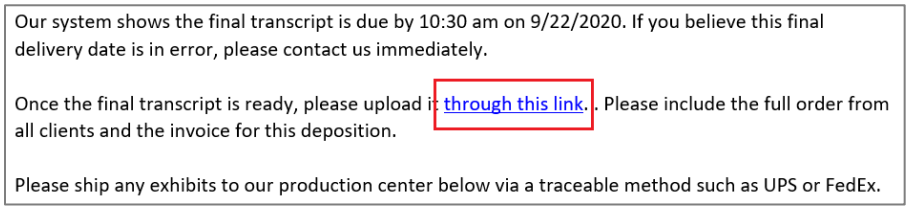
ACCESSING THE PORTAL AND PORTAL FEATURES

Portal Features

To turn in jobs online to Lexitas, you do not need a portal account. When the transcript is due, you will be sent an e-mail with a dynamic link that allows you to turn in the job without an account.

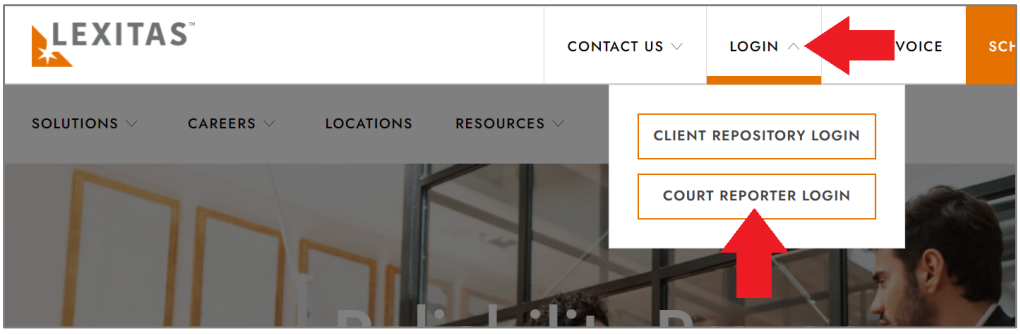


However, we **highly recommend** utilizing your Lexitas online portal to use features such as:

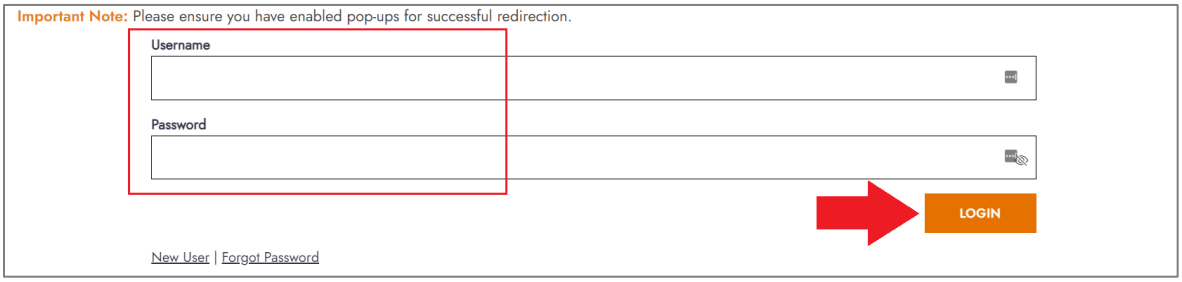
- Customize your availability throughout the week or schedule time off
- Download case exhibits and other relevant files before proceedings
- On-demand access to job and case information for upcoming/past jobs

Logging In to Your Account

1. Go to the Lexitas website and **click Reporter Login** on the right-hand side.

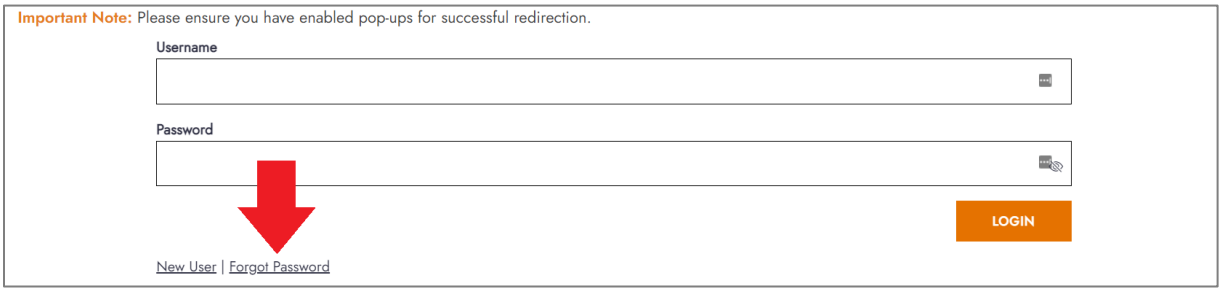


2. Type in your **e-mail address** as your username, enter your **password**, and click the **Login button**.



WATCH OUT: If you are a previous user of the RBWeb online portal, you will need to reset your password before logging in for the first time. See Step 3 below on how to do this.

3. If you **do not remember your password** or are **logging in for the first time**, click the Forgot Password link. You will be taken to a page where you can enter your e-mail and then receive a message with a link to reset your account password.

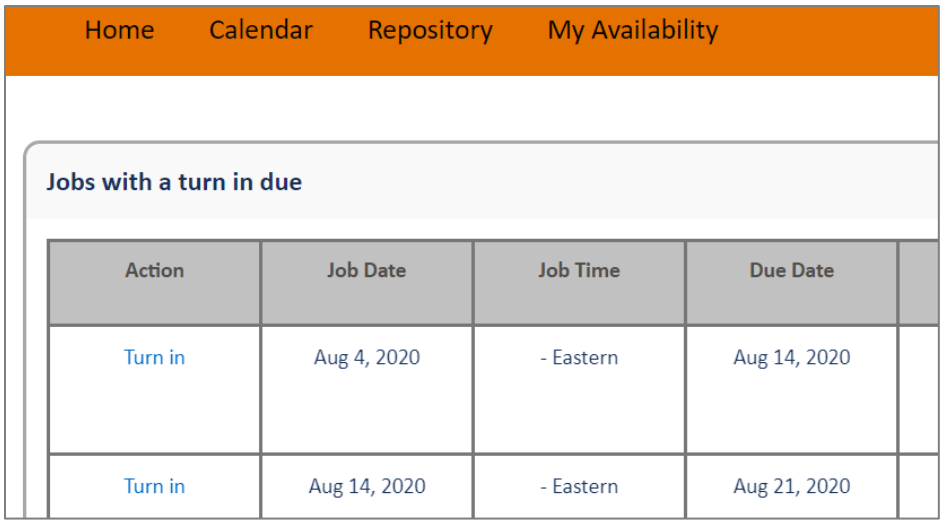


WATCH OUT: If you are unable to use the forgot password feature or have any difficulty with logging into your portal account, please contact your local Lexitas scheduling office.

TURNING IN JOBS

Choosing a Job to Turn In

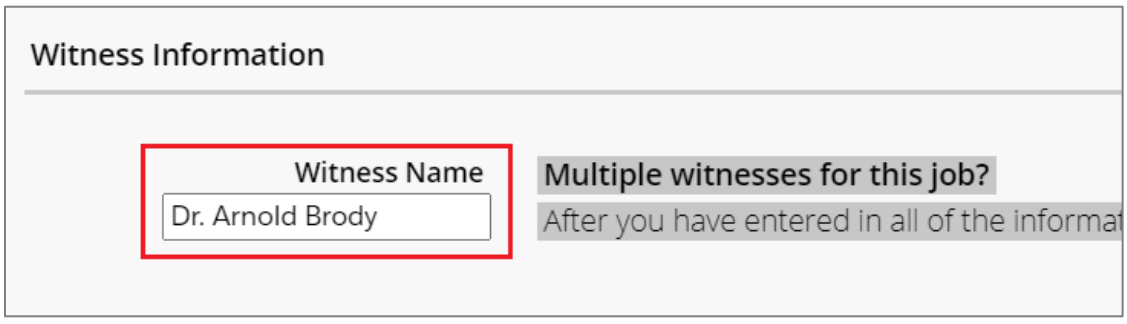
1. Once you are logged in, you will see **a list of jobs** near the top that are due.



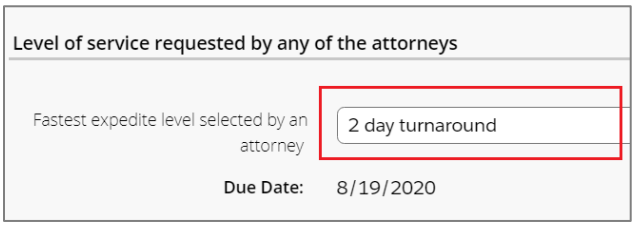
2. Under the left-hand "Action" column, **click the Turn In link** next to a job to begin the turn-in process for that assignment.

Turn-In, Page 1 (Job Details)

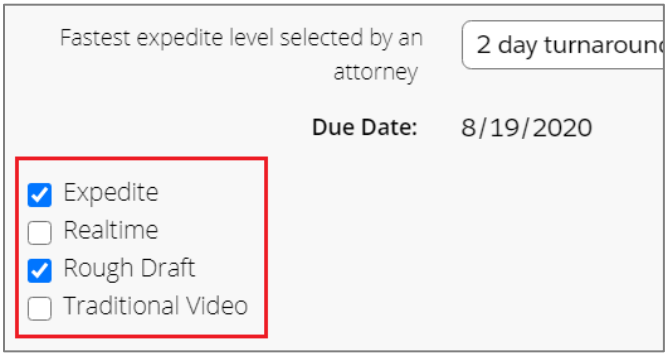
1. If the **Witness Name** needs to be edited or revised, you can type in a new Witness Name.



2. If this job is a RUSH, choose the **fastest expedite level** that was ordered (if any).

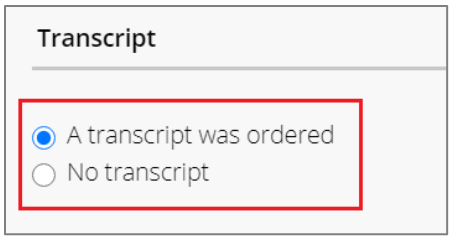


3. Click the **appropriate checkboxes** next to **extra services** that were ordered, such as Rough Draft, Realtime, etc.



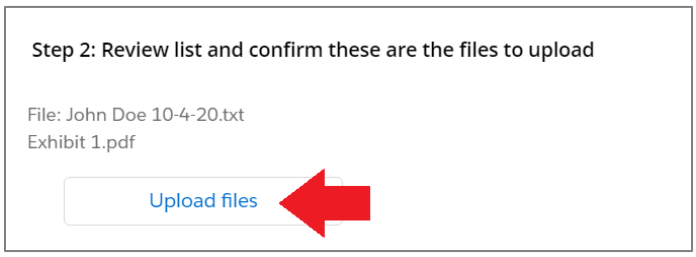
WATCH OUT: The service "Traditional Video" means when a deposition took place in person and a videographer was present to record the proceedings on video.

4. Choose whether a transcript was **ordered or not**.
    a. If the job is being **transcribed**, then select the option "A transcript was ordered"
    b. If the job was a **"no-write"** or a **"non-transcribe,"** then select the option "No transcript"

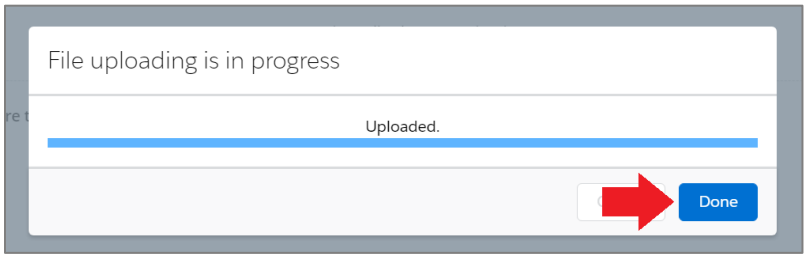


5. In the **File Upload section**, click the **Select File button** to browse your PC for files you wish to upload (such as ASCII, exhibits, receipts, Invoice, etc.)

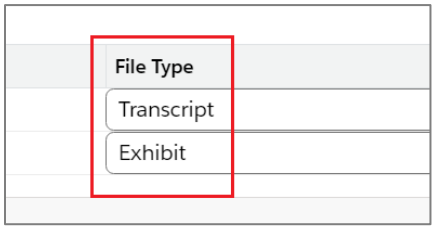
6. Once your files are selected, click the **Upload files button** below.



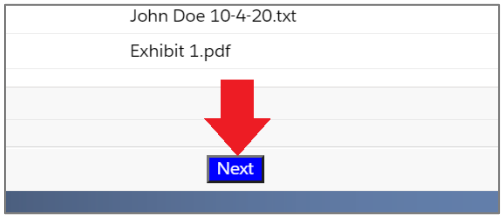
7. Once all files are finished uploading, click the **Done button**.



8. In the list of files, go to the right-hand side and **choose the file type** for each file that you uploaded (such as Transcript, Exhibit, Invoice, etc.)

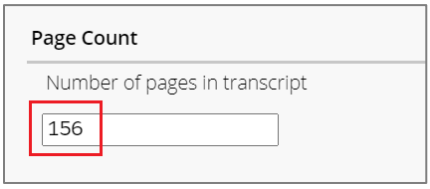


9. Once you are done with the first page, click the **Next button** at the bottom.



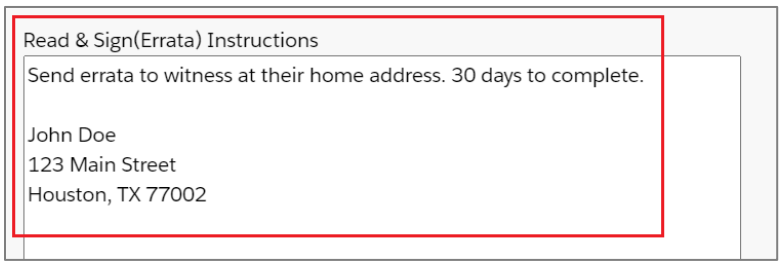
Turn-In, Page 2 (Transcript Details)

1. Scroll up to the top of the page. In the **Page Count field**, type in the total transcript page count.

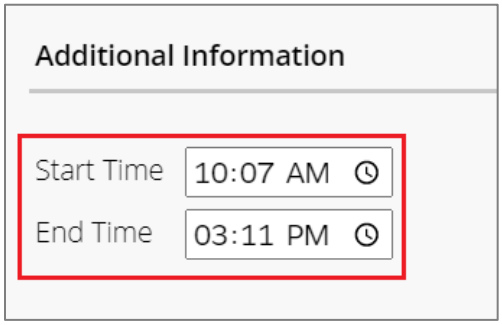


2. In the **Errata/Read and Sign section**, choose whether an errata is needed or if signature was waived (or not needed).

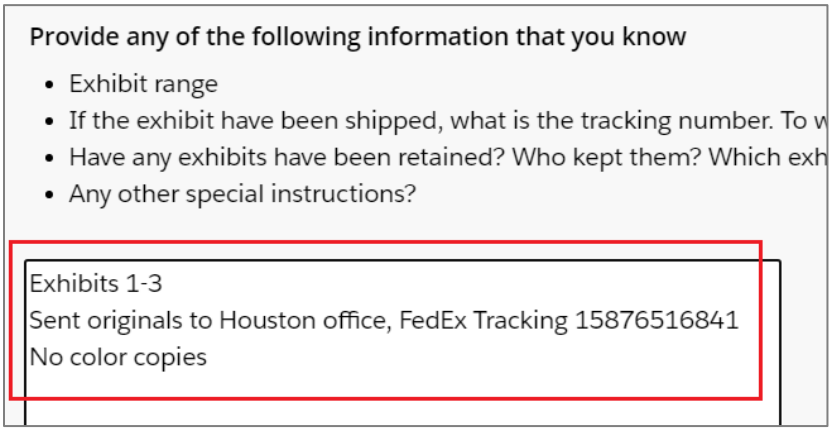
3. In the **Read & Sign (Errata) Instructions text box**, type in specific read and sign instructions if an errata is needed, such as where to send the errata and their contact information.



4. In the **Additional Information section**, enter proceedings start time and stop time.



5. In the **Exhibit Information text box**, type in all the relevant exhibit information (you can reference the recommended talking points in the sample list).

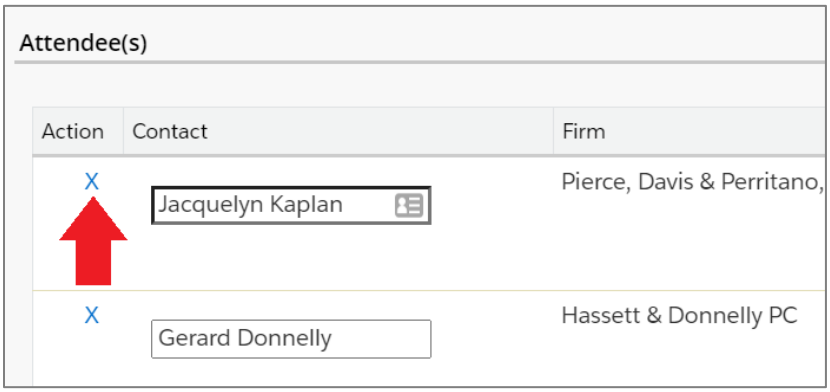


6. Once you are done with the second page, click the **Next button** at the bottom.

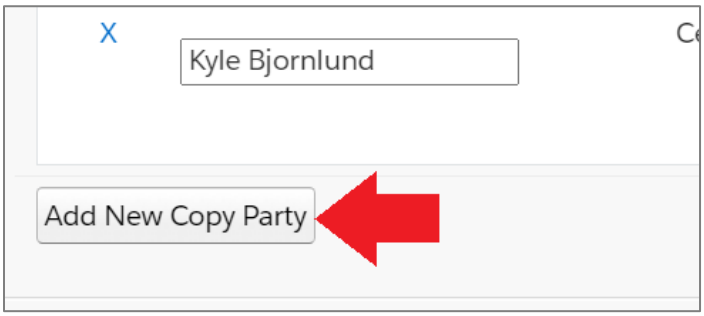
Turn-In, Page 3 (Attorney Details)

1. On this page, you can **delete or add parties** that are ordering transcript and/or video.

    a. To **remove an attorney** and their firm, **click the X** to the left of their name.



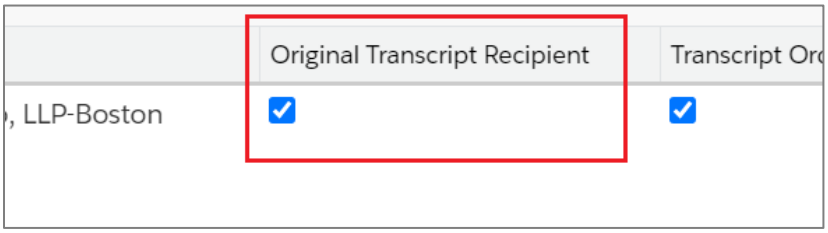
2. If you need to **add** an attorney that is ordering a copy, click the **Add New Copy Party** button below the list.



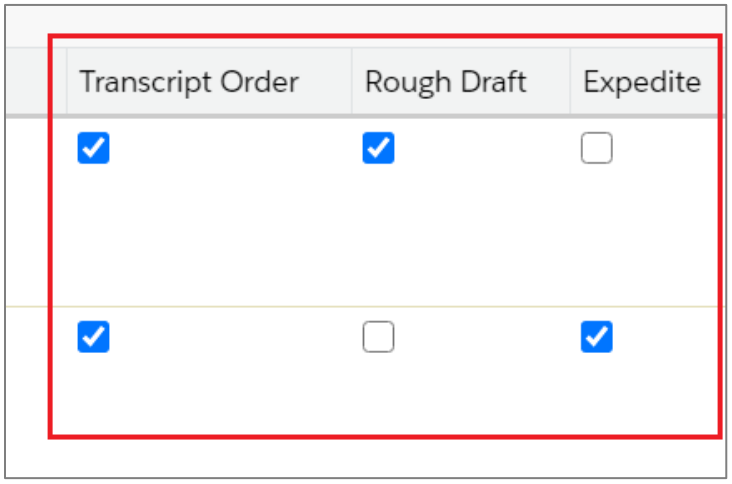
    a. **Scroll down**, type in their **e-mail address**, and click the button on the left that says, **"Search by email"**

WATCH OUT: If the system finds more than contact with a similar e-mail address, click the checkbox next to the correct attorney and then click the Save button.

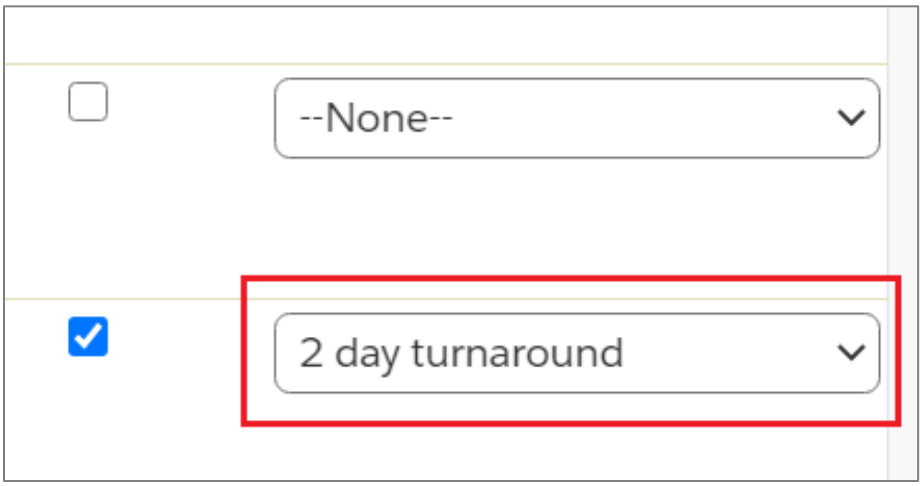
3. Once the list of attorneys is complete, make sure to indicate which attorney is the Original (or O+1) attorney by clicking the **"Original Transcript Recipient" checkbox** next to their firm name.



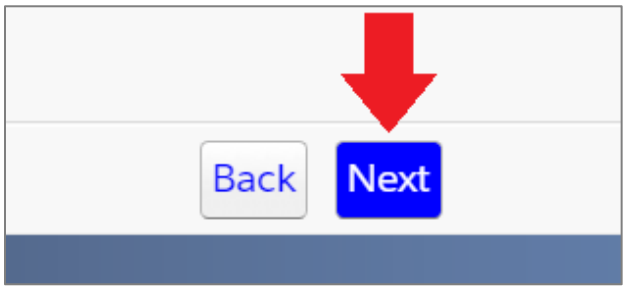
4. Please indicate with the appropriate **checkboxes** which attorneys are **ordering which products** (such as transcript, rough draft, etc.)



5. If an attorney is ordering the transcript on a rush basis, indicate their **expedite level** with the drop-down list to the right.



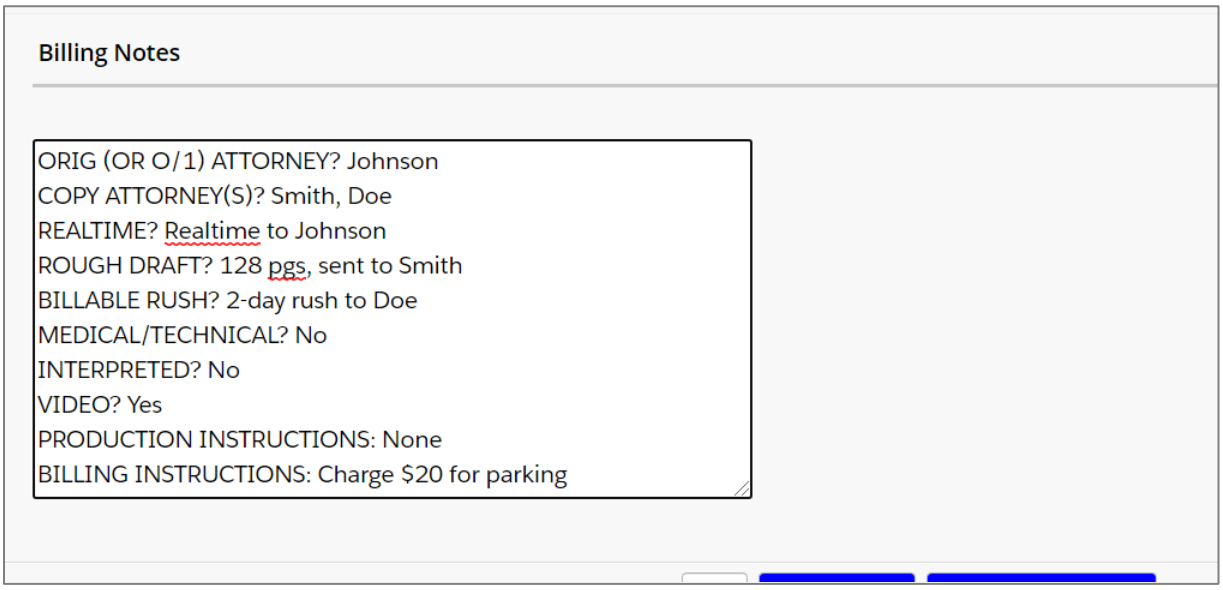
6. Once you are done with the third page, click the **Next button** at the bottom.



Turn-In, Page 4 (Billing Details)

1. Type in any **Billing Instructions** in the textbox, or you can copy/paste the following template and fill in the details:

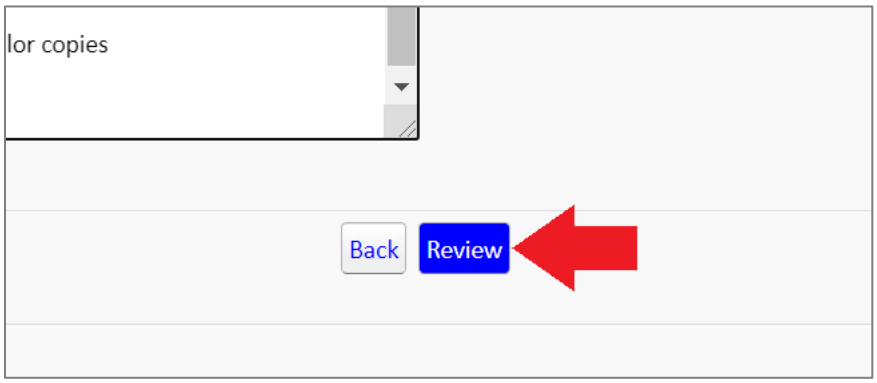
   ORIG (OR O/1) ATTORNEY?
   COPY ATTORNEY(S)?
   REALTIME?
   ROUGH DRAFT?
   BILLABLE RUSH?
   MEDICAL/TECHNICAL?
   INTERPRETED?
   VIDEO?
   PRODUCTION INSTRUCTIONS:
   BILLING INSTRUCTIONS:



WATCH OUT: If you previously provided the end-of-day Job Recap to Lexitas using the above template, then it will not be necessary to use it again in the Billing Instructions field.

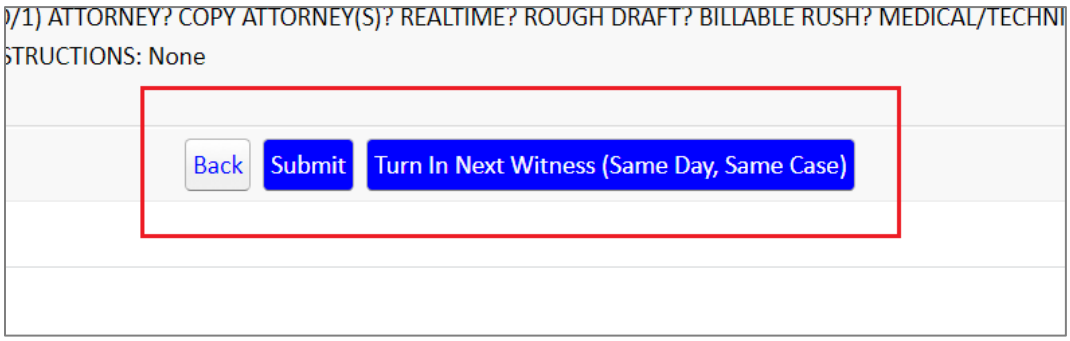
Reviewing and Submitting the Job

1. Once you are done with this last page of turn-in, click the Review button.



2. **Review** all of the job information you entered for accuracy.

3. Once you are finished, you have some final options...
    a. Click **Back** to edit job info previous pages.
    b. Click **Submit** to complete the turn-in.
    c. Click **Turn In Next Witness (Same Day, Same Case)** if there was another witness on that day to turn in (this button may or may not be present on your screen).



SETTING YOUR AVAILABILITY AND PLANNING TIME OFF

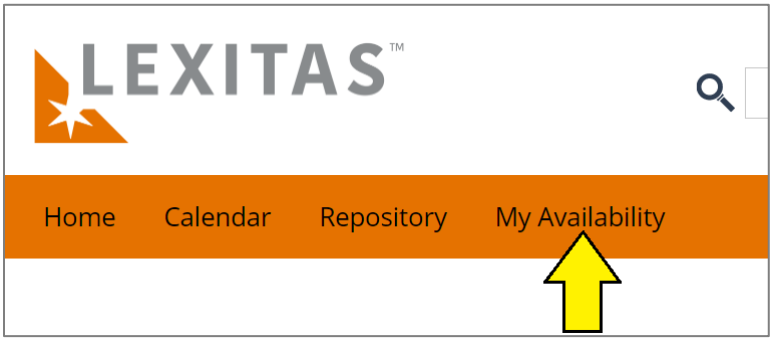
What Is This?

Lexitas court reporters have the capability to customize what days of the week and times of the week they are available to take jobs. They can edit or update these availability times at any time through their online portal account.

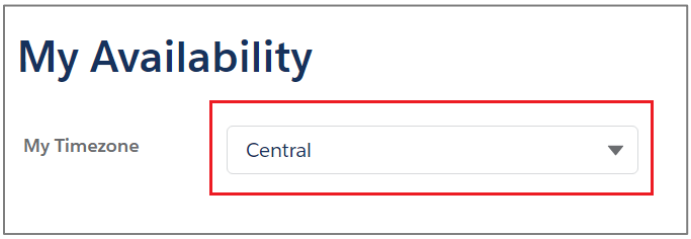
Reporters also have the ability to schedule future time off so they are not asked to take jobs when they will be temporarily unavailable.

Setting Your Availability

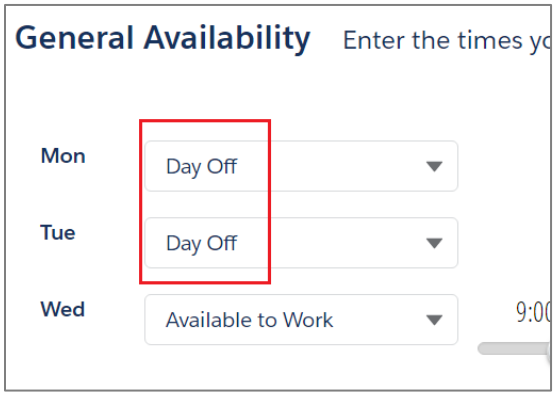
1. Once you are logged in to your portal account, click on the **My Availability button** near the top.



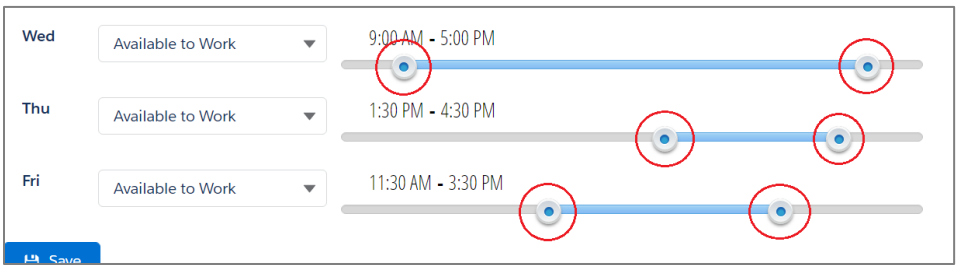
2. If you haven't already, select your **Time Zone**.



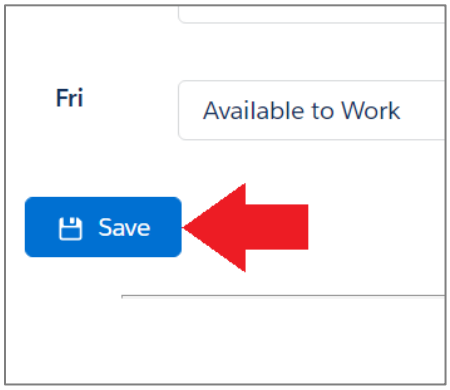
3. If there are days of the week where you are universally **not available**, then click the drop-down list next to the day of the week and select **Day Off**.



4. To indicate which **hours of the day** you are available for a day of the week, click and hold with your mouse the **slider endpoints** and **drag them left or right** to adjust the time window.

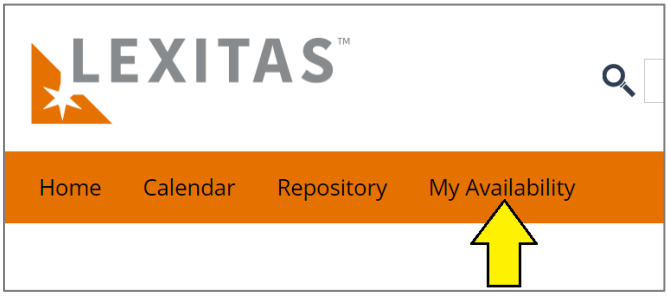


5. Once you are done setting your availability, go to the bottom of the page and click the **Save button**.

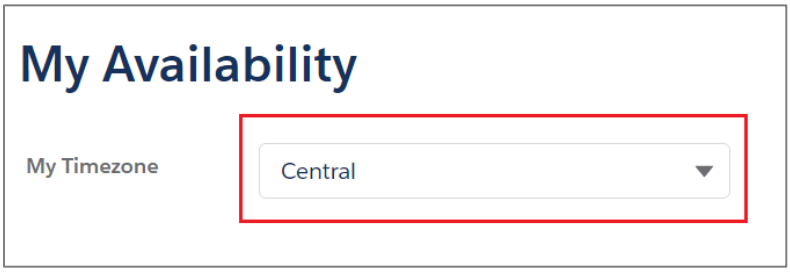


Adding Planned Time Off

1. Once you are logged in, click on the **My Availability button** near the top.



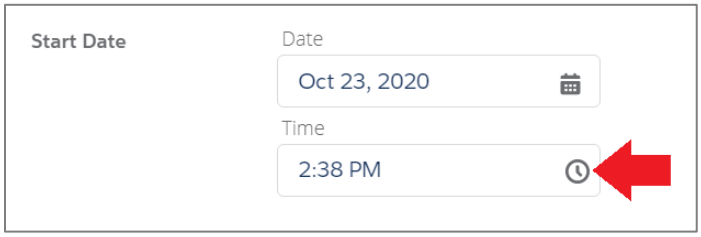
2. If you haven't already, select your **Time Zone**.



3. Click the **Add Planned Time Off** button.

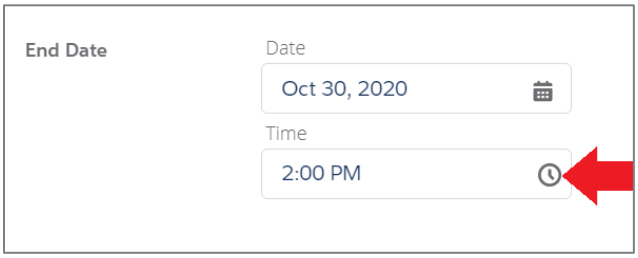
4. Click the **Start Date** field to pick a date from the calendar.

5. Enter the **start time** for your Start Date.

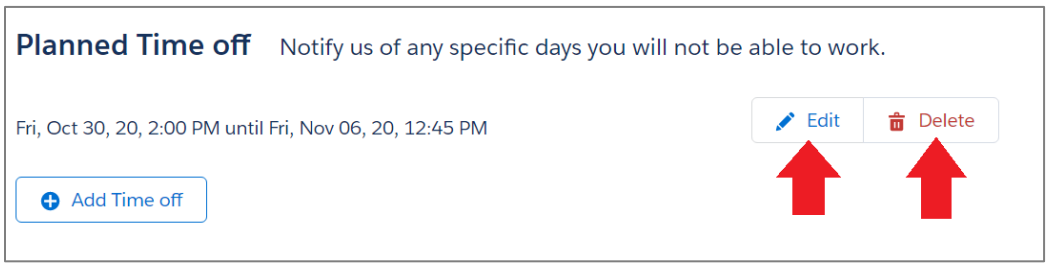


6. Click the **End Date** field to pick a date from the calendar.

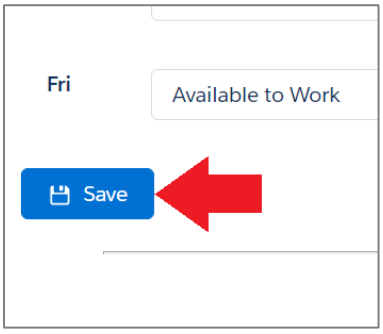
7. Enter the **end time** for your End Date.



8. If you need to **Edit or Delete** a Planned Time Off event that you have already scheduled, click the **appropriate button** next to the listed event.



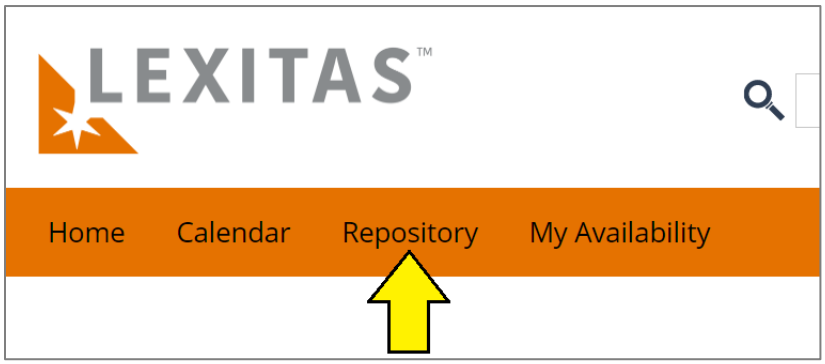
9. Go to the bottom of the page and click the **Save button**.



DOWNLOADING FILES

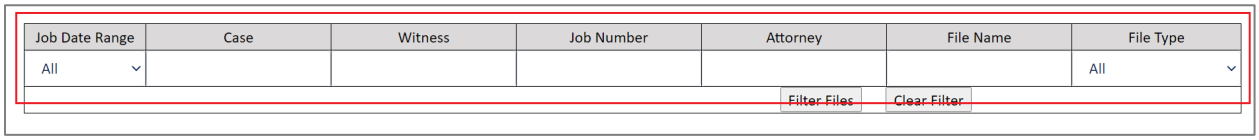
Walkthrough

1. Once you are logged in, click on the **Repository button** near the top.

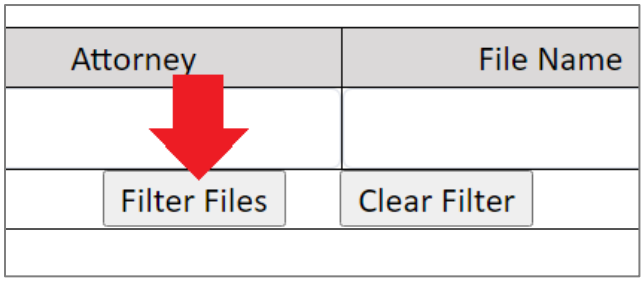


2. You now see **a list** of all the **latest files** available to you.

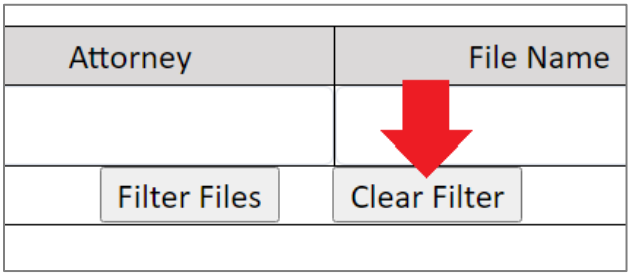
3. **Use the filters** at the top to narrow down your list of files (you can use multiple filters simultaneously).



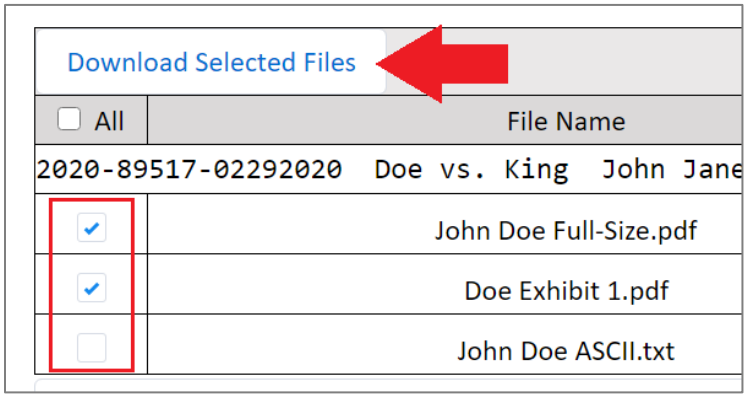
   a. Click the **Filter Files button** to apply the filters you entered.



   b. Click the **Clear Filter button** to return back to your original list.



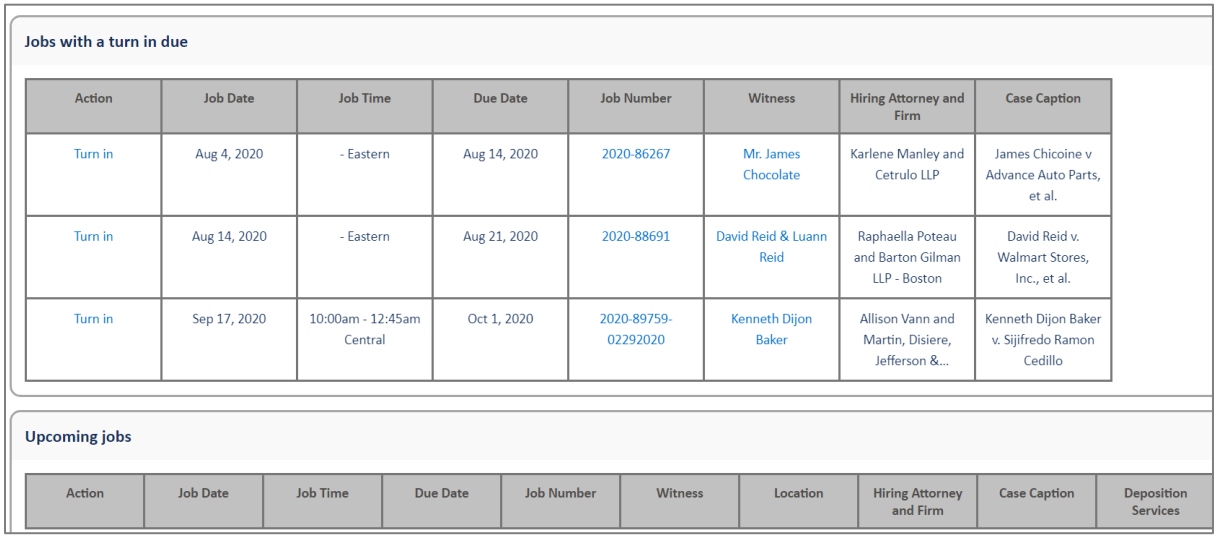
4. To download one file or multiple files, **click the checkbox next to each file** and then click the **Download button** near the top of the list.



VIEW PAST OR UPCOMING PROCEEDINGS

Walkthrough

1. After logging in, you will see a list of jobs that you are assigned to (whether they are in the past or upcoming).



Jobs with a turn in due

Action	Job Date	Job Time	Due Date	Job Number	Witness	Hiring Attorney and Firm	Case Caption
Turn in	Aug 4, 2020	- Eastern	Aug 14, 2020	2020-86267	Mr. James Chocolate	Karlene Manley and Cetrulo LLP	James Chicoine v Advance Auto Parts, et al.
Turn in	Aug 14, 2020	- Eastern	Aug 21, 2020	2020-88691	David Reid & Luann Reid	Raphaella Poteau and Barton Gilman LLP - Boston	David Reid v. Walmart Stores, Inc., et al.
Turn in	Sep 17, 2020	10:00am - 12:45am Central	Oct 1, 2020	2020-89759-02292020	Kenneth Dijon Baker	Allison Vann and Martin, Disiere, Jefferson &...	Kenneth Dijon Baker v. Sijifredo Ramon Cedillo

Upcoming jobs

Action	Job Date	Job Time	Due Date	Job Number	Witness	Location	Hiring Attorney and Firm	Case Caption	Deposition Services

2. Click on any **hyperlinked names or Deposition ID numbers** to view more details on the proceeding or case.

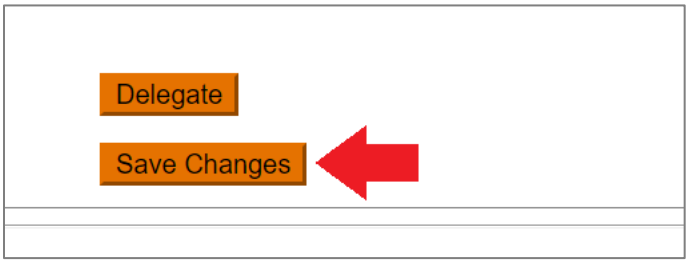
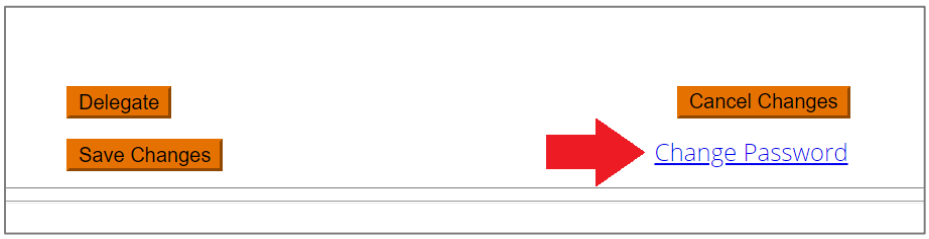
Due Date	Job Number	Witness	Hiring Attorney Firm
Aug 14, 2020	2020-86267	Mr. James Chocolate	Karlene Manley Cetrulo LL
Aug 21, 2020	2020-88691	David Reid & Luann Reid	Raphaella Pot and Barton Gil LLP - Bosto
Oct 1, 2020	2020-89759-02292020	Kenneth Dijon Baker	Allison Vann Martin, Disie Jefferson &

EDIT ACCOUNT AND CHANGE PASSWORD

Walkthrough

1. Once you are logged in, click on the **Edit Account button** near the top right.

2. Here you can **edit your account information** and click the **Save Changes button** at the bottom of the page.



3. To change your password, click the **Change Password link** at the bottom of the page.